

SECTION 8

MOBILIZATION PROCEDURE

Implementation of this *Mobilization Plan* is intended to be simple and provide a direct process for a local jurisdiction to mitigate a serious threat to their community.

The success of the *Mobilization Plan* is contingent upon local government (fire jurisdictions, law enforcement agencies, and emergency management officials), the Regional Fire Resource Coordinators, and the involved state agencies having a clear understanding of the terms and procedures outlined in this *Mobilization Plan*.

The mobilization procedure is as follows (refer to the Mobilization Flow Chart, page 8-4):

8.1 Local Incident Commander

- Upon determining that:
 - 1) All available local and mutual aid resources (as defined by the Regional Fire Defense Plan) have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property, and
 - 2) Available resources are inadequate to achieve incident stabilization and control, and additional fire resources are required, then
 - 3) The local Incident Commander shall provide:
 - a) Specific numbers and types of fire resources required
 - b) Functional assignment intended for state mobilization resources
 - c) Assembly point and contact for state mobilization resources
 - d) Radio frequency assignment for incoming state mobilization resources
- Shall convey all of the above information, together with a situation status report and a contact telephone number, to the local fire dispatch center or the Regional Fire Resource Coordinator as prescribed by the Regional Fire Defense Plan with a request for the mobilization of required resources in accordance with the Mobilization Plan.

8.2 Local Fire Dispatch Center

- As requested by the host Fire Chief or designee, contact the Regional Fire Dispatch Center or Regional Fire Resource Coordinator and request the necessary resources.
- Provide to the Regional Fire Dispatch Center or Regional Fire Resource Coordinator:
 - 1) Name of incident command and contact telephone number
 - 2) Current description of the situation
 - 3) Detail of local and mutual aid resources involved
 - 4) Confirmation that local and mutual aid resources are expended or depleted
 - 5) Specific description of additional resource needs (number and type)
 - 6) Intended functional assignment of state mobilization resources
 - 7) Location of the local mobilization point (assembly area)
 - 8) Name of the contact person for incident check-in
 - 9) Radio frequency assignment for incoming state mobilization resources
- Use the Mobilization Authorization and Resource Request Checklist (Appendix C) to gather information.

8.3 Regional Fire Resource Coordinator: Host Region

- Receive resource requests from the local jurisdiction.
 - Confirm the status of the region's resources (what is already used).
 - Know the required information (see Appendix C) to describe the situation to the State EOC.
- Contact the State EOC at (800) 258-5990.
 - Relay the local jurisdiction's information.
 - Request the needed resources according to this Mobilization Plan.
 - Obtain mobilization authorization, state mission number, and exact time of authorization from the State Emergency Management Division.
- Record the responding resources information provided by the WSP, Fire Protection Bureau, including resource request numbers and estimated arrival time(s).
- Order non-mutual aid in-region fire resources as available to fill resource requests, utilizing and assigning authorized resource request numbers. Report the following information to the WSP, Fire Protection Bureau at the State EOC:
 - Resources ordered
 - Numbers assigned
- Convey state mobilization resource information and status to the Incident Commander via the local fire dispatch center.

8.4 Washington State Military Department, Emergency Management Division

- Receive notice of the incident and the mobilization request with required supporting information (using Appendix C) from the host Fire Chief or designee.
- Assign incident mission number.
- Provide information, in coordination with other agencies, to the Adjutant General for a decision to authorize the activation of the *Mobilization Plan*.
- Activate the State EOC as appropriate.
- Notify other state agencies as necessary, of the incident.

8.5 Washington State Patrol, Fire Protection Bureau

- Confirm with the host Regional Fire Resource Coordinator(s) that mobilization has been declared.
- Notify designated (duty scheduled) Mobilization Incident Commander(s) of the incident and provide the MIC with incident information and contact numbers.
- Notify the designated Deputy State Fire Marshal to respond to the incident.
- Ensure that state fire resource coordination, tracking, incident timekeeping, verification, and related fire resource allocation activities are in place.
- Obtain/confirm the current commitment of fire resources from the host region(s) to the incident.
- Secure a commitment of resources from the nearest non-affected regions. The principle of "closest resources" should be adhered to insofar as possible.
- Assign resource request numbers and provide the incident's mission number to the resources being mobilized.
 - Note:** The Deputy State Fire Marshal assigned to the incident will provide resource request numbers to all resources committed to the incident at the time of mobilization, e.g., host agency and mutual aid resources.
- Direct resources to the incident's mobilization assembly area(s) as designated by the requesting Regional Fire Dispatch Center or Regional Fire Resource Coordinator.
- Notify the requesting Regional Fire Dispatch Center or Regional Fire Resource Coordinator of the resources ordered and responding.

8.6 Responding Regions: Regional Fire Resource Coordinator

- Utilize the Regional Fire Defense Plan and Regional Fire Resource List(s) to meet resource requests.
- Confirm to the WSP, Fire Protection Bureau within 1 hour that resources ordered can and will be filled.
- Provide responding resources with the assigned incident mission number and resource request numbers.

To be eligible for cost reimbursement, a responding jurisdiction must obtain both the incident mission number and resource request numbers prior to responding.

8.7 Responding Regions: Resources

- Assemble and depart from home jurisdiction for regional assembly or incident within two hours of the request.
Note: Immediate need resources should respond immediately, without assembly of teams or other undue delay.
- Team Leader: Complete the MOBE 5-2 form(s), Mobilization Manifest, (see Appendix G.1) prior to departure from final assembly point to the incident. Two copies of this multi-part form will be used for incident check-in.
- Travel to the incident assembly area, check-in, and receive incident assignment.